

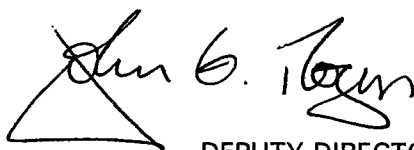


U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART	SUBJECT	RELEASE NUMBER
370 FW 1-2	Space Management	350
FOR FURTHER INFORMATION CONTACT Division of Finance	Policies, Responsibilities & Definitions Space Acquisition & Relinquishments	DATE March 31, 2000

EXPLANATION OF MATERIAL TRANSMITTED:

These chapters revise and clarify the space management policy.


DEPUTY DIRECTOR

FILING INSTRUCTIONS:

Remove:

370 FW 1, 03/31/98, FWM 078 (1 sheet)
370 FW 2, 08/19/98, FWM 331 (1 sheet)

Insert:

370 FW 1, 03/31/00, FWM 350 (1 sheet)
370 FW 2, 03/31/00, FWM 350 (1 sheet)

**FISH AND WILDLIFE SERVICE
FACILITY MANAGEMENT**

Facility Management

Part 370 Space Management

Chapter 2 Space Acquisition and Relinquishments

370 FW 2

2.1 What are the utilization standards for workspace?

A. Part 425 (Space Management) of the Departmental Manual requires us to follow the space guidelines in Federal Property Management Regulations (FPMR) 101-17, Assignment and Utilization of Space.

B. These criteria apply to new space assignments made in General Services Administration (GSA) controlled space:

(1) An average assignment of 125 square feet per employee for primary office space is a maximum not to be exceeded, other than in a situation where there are special or unusual space requirements. In such cases, the originator of the space request must prepare a justification. Before submitting the request to the Assistant Director - Administration for approval, the appropriate Regional Director or Assistant Director (if space is for a Washington Office program activity) must concur.

(2) New space assignments for eight or fewer personnel are exempt from the prescribed office space utilization rate. Make every effort to comply with the prescribed standard; however, smaller space assignments are frequently more difficult to lay out efficiently than larger ones.

2.2 May I contact potential lessors? No employee of any organizational unit of the Service will directly or indirectly contact potential lessors for the purpose of acquiring space on behalf of the Service. The Regional Division of CGS will be the sole point of contact with GSA on all space related matters.

2.3 Do I have to submit all requests for space to the Washington Office for review? Except for lease renewals in which there is no change in the space assigned (e.g., square feet and categories of space), you must forward all space requests to the Chief, Division of Contracting and General Services, Washington Office, for review. The Division of Contracting and General Services will forward requests through the Division of Finance to the Assistant Director - Administration for approval.

2.4 What paperwork do I submit to request space in the Washington Office? Washington Office division and office chiefs will submit the following to the Division of Contracting and General Services:

A. Standard Form 81 (Request for Space) and Standard Form 81-A (Space Requirements Worksheet) indicating space needs.

B. A cover memorandum to the Assistant Director -

Administration justifying the need for the space. The appropriate Assistant Director must sign the memorandum.

C. An organization code and budget subactivity account number(s) to charge space costs as well as a projection of the estimated annual cost for the space. Explicitly state if costs are covered from prior space savings.

2.5 Who reviews and approves requests for space in the Washington Office?

A. Prior to approval by the Assistant Director - Administration, the Division of Contracting and General Services will review all requests for space in the Washington, D.C., metropolitan area and for offices under the direct control of the Washington Office. CGS will coordinate requests with the Division of Finance and the Department.

B. The Division of Finance will coordinate:

(1) With the Division of Budget to incorporate costs of new space acquisitions into budget requests for the Servicewide Operational Support budget subactivity.

(2) The redistribution of new acquisition costs to the appropriate organization codes and budget subactivities until these can be incorporated into the Servicewide Operational Support budget subactivity.

C. The Office of the Secretary coordinates with GSA for all space requests in the Washington, D.C., metropolitan area. After the Assistant Director - Administration approves a request for space in the Washington, D.C., metropolitan area, the Washington Office Division of Contracting and General Services will forward it to the Department for further processing and coordination with GSA.

2.6 What paperwork do Regions need to submit?

A. Organizational units of a Region (including Law Enforcement entities) will prepare the following for submission through the Division of Contracting and General Services, Washington Office:

(1) Standard Forms 81 (Request for Space) and 81A (Space Requirements Worksheet), with guidance from the Regional Division of Contracting and General Services, approved by the Regional Director.

(2) A cover memorandum to the Assistant Director - Administration justifying the need for space. The person in charge of the office originating the request for space will

sign the memorandum and submit it to the appropriate Regional Director for concurrence. Include the organizational and subactivity code numbers of the activity originating the request to which the cost of space will be redistributed as well as a projection of the estimated annual cost for the space. For costs covered with prior space savings through relinquishment (2.11) or by negotiated space cost reductions within the Region, the area of savings must be explicitly stated.

B. The Division of Contracting and General Services will forward requests through the Division of Finance, to the Assistant Director - Administration for approval.

2.7 Who funds new space? Until the Division of Finance transfers costs from the benefitting activity to the Servicewide Operational Support budget subactivity, the benefitting activity will fund all newly acquired space through redistribution of costs. The Division of Finance will coordinate the redistribution of costs with the benefitting activity. Thereafter, the Servicewide Operational Support subactivity will fund the costs.

2.8 Who determines the delineated area? Each Region will determine the appropriate delineated area for its space and facilities and certify that its location decision is in compliance with the requirements of all laws and Executive Orders as required in Section 101-17.101(h) of FPMR, Temporary Regulation D-76.

2.9 What if I only need space for short-term use? If you need facilities for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations), use available Government-owned or leased facilities. The servicing CGS Office will make inquiries to GSA regional offices regarding the availability of Government controlled space and will document such inquiries in writing for the files. If no suitable Government-controlled facilities are available, arrangements for the use of privately owned facilities for a period not to exceed 180 days (extensions beyond 180 days must be approved by GSA) can be made only by the servicing CGS office. Maintain a separate file for each leasing transaction and make it readily available for internal control review purposes.

2.10 Does GSA provide layout and design services? GSA will provide layout and design services for an initial space assignment. However, no attempt will be made to prescribe the type of space layout most suitable for Service programs and activities.

2.11 How do I relinquish space that is no longer needed?

A. When we no longer require space, the servicing CGS office will notify in writing the appropriate GSA regional office 120 calendar days before vacating. Regions may use rental payment cost savings resulting from the relinquishment of space to offset the costs for future space for which the Region is being directly charged.

B. If we relinquish unique agency space prior to the expiration date of the lease, we will be responsible for the actual expenses incurred by GSA until the space is reassigned or otherwise disposed of, or until the expiration of the terms specified on the most recent request for space.